

Identifying applicant skills - 40 great interview questions

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Initiative

1. Describe a time when you did more than was required.
2. What have you done to make your job more rewarding?
3. Describe how you solved a serious work problem.
4. What do you do differently than others in your job?
5. Tell me about an idea you generated. How did it work?

Decision-making

6. In your previous work experience, what was the toughest decision you have made? Why?
7. Describe a work-related problem you had to face recently. What procedures did you use to deal with it?

Communication skills

8. Describe when you had to pitch a proposal. How did you do, and why do you think it went that way?
9. Have you ever given someone instructions and then learned he or she did it wrong? Why did that happen?
10. Have you done public speaking? How did it work out?

Leadership

13. Have you ever had to introduce a new idea or process at work? What approach did you take to gain cooperation?
14. Tell me about a time you had to gain cooperation of a group over which you had little authority. How did you?
15. Describe how you helped someone solve a problem.

Persuasiveness

16. How did you sell the best idea you ever had?
17. What was the best idea you failed to sell? Why did it fail?
18. What strategies have you found work best when trying to sway someone to your point of view?

Planning/time management

19. Describe a typical workweek. How did you plan it out?
20. How do you determine your highest priorities?
21. How do you develop short-range plans? Long-range plans?
22. How many hours a week are critical to do your job well?

Supervision

22. In what ways have you made your group more efficient?
24. What one thing distinguishes a superior employee?
25. How do you monitor your staff's performance?
26. How do you confront an employee if results are poor?
27. Give me an example of your ability to facilitate progressive change within your organization.

Technical skills

28. How did you gain the technical knowledge you need?
29. Give me an example of an especially difficult assignment. What was your role? What did you do?
30. What's the most important development occurring in your field today? What impact will it have?
31. How do you keep up with developments in your field?
32. To what job-related organizations do you belong?

General interview questions

33. What skills do you enjoy using?
34. What is your greatest strength?
35. What's the greatest asset you currently bring to your company?
36. What is your greatest weakness, and what have you done to overcome it?
37. What makes you stand out and would make us want to hire you?
38. If you started tomorrow, how could you contribute right away?
39. How would you spend day one?
40. What do you feel an employer owes its employees ... and vice versa?